

SANDY CITY
APPROVED CLASS SPECIFICATION

- I. Class Title: Risk Manager
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| <u>Revision Date:</u> | 08/2014 |
| <u>EEO Category:</u> | Professional |
| <u>Status:</u> | Exempt (Law Professional) |
| <u>Control No:</u> | 20307 |

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 2 position under general supervision of the Assistant Chief Administrative Officer, administers liability, workers' compensation, subrogation and property claims and litigation; develops and manages risk financing and administration of the City's self-insurance fund. Encourages and assists City departments in developing and implementing effective risk management programs and complying with applicable state and federal statutes. Supervises Risk Management staff.

III. Essential Duties:

A. GENERAL RISK MANAGEMENT

- Supervise Risk Management staff.
- Provide statistical data for identifying loss exposures and recommend strategies and programs for reducing losses.
- Coordinate implementation of the City-initiated loss control programs.
- Maintain the OSHA 300 log and timely file the OSHA 300 report.
- Coordinate compliance with regulations such as the American's with Disabilities Act and OSHA standards.
- Administer the Risk and Insurance Fund and recommend appropriate cost allocation and funding sources.
- Recommend and write policies and other employee communications related to risk management.
- Provide staff support to the City's Risk Committee.
- Review and approve City contracts for risk management purposes.
- Assist in the development of insurance requirements for City bids and requests for proposals.
- Develop and administers risk and insurance budget.

B. WORKERS' COMPENSATION

- Maintains records of worker's compensation claims.
- Procure appropriate levels of insurance, consistent with City policy.
- Collect reports on injured employees and file the employer's report with the insurer and the Utah Labor Commission.
- Act as a liaison between the injured worker and the workers' compensation carrier.
- Coordinate the selection and supervision of the City's medical provider for treatment of employee injuries.

C. GENERAL LIABILITY

- Adjust all liability claims under state and federal law.
- Procure appropriate levels of insurance, consistent with City policy
- Manage pending civil liability litigation against the City, employees and officials.
- Maintain a database of all liability claims and occurrences.
- Assist and advise departments on potential liability claims and occurrences.
- Perform risk audits.

D. PROPERTY INSURANCE

- Identify the City's property loss exposures and recommend and procure appropriate levels of insurance or risk retention.
- Coordinate with City Departments and insurance carriers to address claims or issues with the insurance policies.
- Oversee the subrogation process.

IV. Marginal Duties:

- Support and coordinate with the departmental safety committees.
- Investigate accidents involving City employees or property.
- Select insurance broker and consultants to provide technical and professional advice.
- Perform other duties as needed.

V. Qualifications:

Education: Requires Juris Doctorate Degree and membership in the Utah State Bar, and admissions to practice before all state courts and U.S. District Courts is required; ARM designation or similar risk management training is preferred.

Experience: Requires eight years related experience in Risk Management, municipal and water law, and public employee supervision.

Certificates/Licenses: Requires valid Utah Driver's License for occasional off-site meetings or trainings.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Current public sector risk management methods and practices and regulations including: a working knowledge of the Americans With Disabilities Act and other related regulations; statutes relating to worker's compensation, governmental immunity, and tort liability; public sector fund accounting and budgeting; insurance practices; negotiation and dispute resolution; computer capabilities and applications; word processing, spreadsheets and database applications; correct English usage, vocabulary, spelling and arithmetic. (An entry employee may not have all of the job specific knowledge listed above but must demonstrate an aptitude for quickly acquiring the necessary knowledge on the job.)

Responsibility for: Responsibility for making recommendations and decisions affecting the activities of people, including working credibly with confidential records. Responsible for development and administration of the Risk and Insurance Fund budget.

Communication Skills: Contacts with other departments and the public, furnishing and obtaining information; contacts with other departments and the public, requiring tact and judgment to avoid friction; negotiation and conflict resolution skills; communicate effectively verbally, non-verbally, and in writing; ability to make presentations to City management and employees.

Tool, Machine, and Equipment Operation: Regular use of computer, telephone, and frequent use of a copy machine, and fax machine.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and public; apply problem solving and analytical principles to effectively evaluate financing needs, evaluate policies, investigate claims, assess liability, recommend loss control programs, settle claims and evaluate the performance of contractors.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____

